

Informational Interview Site Visit Form

Company Name:

Contact:

Transport/Material movement

What are some key qualities of your company? What distinguish your company from its competitors? What is your company mission? What does your company value?

Trends in the field? How do you anticipate your business changing over the next 5 years? Where will the growth be? Skills needed today vs. skills needed tomorrow?

How is this company organized/key roles? What is the range of jobs that exist within your organization? The industry in general?

What are the support roles within your company? What do these job tasks look like?

How do you recruit employees? What attributes/basic skills are essential to be successful in this company/field?

What do you look for when hiring? Hard and soft skills.

What are the biggest challenges facing your company (or the industry in general)? Are there fluctuations or seasonal issues impacting your business? Staffing issues?

When people think of (this industry), what are the biggest misconceptions?

Ask for a Quick Tour: General Observations
These are NOT questions to ask – but observations to make

What is the company “culture” and how would you describe the environment (the feel of the place)?

What are the set-up and button-up tasks that are “unassigned”, not getting the attention needed?

What are some of the challenges reported? Anything you see?